



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Alcohol, Drug Abuse and
Mental Health Administration
Rockville MD 20857

DATE: **JUL 18 1988**

FROM: J. Michael Walsh, Ph.D., Chairman
Interagency Coordinating Group

RE: Urine Sample Custody Document
Permanent Record Book Format
Laboratory Inspector Training Manual

TO: Tier I, II, and III Primary Liaisons
for a Drug-Free Federal Workplace

DD/A Registry

88-1653X

Enclosed for your agency use are copies of three documents for implementation of your Drug-Free Federal Workplace Program.

The Mandatory Guidelines at 1.2 and 2.2(c) require that agencies use a standard authorized chain of custody form. The attached Urine Sample Custody Document was developed for that purpose to be used by all Tier I, II and III agencies. It has been reviewed by OMB and approved for use without Paperwork Reduction Act clearance on the premise that agencies will get employee identifying information (particularly social security number) from the employee's personnel file rather than collecting it from the employee.

You may make all necessary copies of the Urine Sample Custody Document from the enclosed "master". Should you require additional "masters" your agency's art department can prepare a new "master" or we can provide you the source for this and you can arrange a direct purchase.

The enclosed Permanent Record Book format was developed also to assure uniformity and consistency across the agencies. When collecting specimens the specified information should be obtained and recorded in the format presented. The format was designed so that the information could be entered into a GSA stock notebook (GSA stock # 7530-00-222-3525; size 10 1/2"x 8"; price \$1.35) which will meet the needs of your program.

For those agencies who will be using the DHHS collection agreement, both of these documents (Urine Sample Custody Document form and the Permanent Record Book format) will be provided directly to the DHHS contractor.

The National Laboratory Certification Program is underway. We anticipate having the first list of certified laboratories available by the end of FY 1988. The enclosed Laboratory Inspector Training Manual for the National Laboratory Certification Program will be a useful resource to you. This manual will be sent to each applicant laboratory under this program to provide the necessary information which will be used by the laboratory inspectors for the required site visits for initial and continuing certification.

Should you have any questions regarding these materials, please call either Maureen Sullivan or John Irving at this office; they can be reached on 443-6780.

Enclosures (3)

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